

**MINUTES
LIBRARY BOARD OF TRUSTEES**

July 19, 2011
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Croteau, Cox, Lewis, and Miles

MEMBERS ABSENT: None

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Lisa Larson was the Melville Dewey Employee Recognition Award winner for the month of June, for was recognized for her help in cleaning up after the Concours d'Elegance event. She added that Lisa is always cheerful, friendly and helpful, and even on challenging days Lisa has a smile and a good attitude.

MINUTES: June 21, 2011

CHAIR CROTEAU ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. LEWIS AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE MINUTES OF JUNE 21, 2011 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS: None.

ADMINISTRATIVE ITEMS:

Ms. Blassingame asked that Chair Croteau sign the approved June minutes.

DISCUSSION ITEMS:

F-1. Library Board of Trustees vacancies

Ms. Beverage reported that she received approval from the City Council liaisons to the Library Board of Trustees for her recommendations of new and reappointed library board members. She explained that the July 18 City Council meeting was canceled and that the Request for Council Action (RCA) to approve and appoint/reappoint the Library Board of Trustee applicants will be on the August 1 City Council agenda. She added that following the August 1 City Council meeting, Ms. Blassingame would send out letters of acknowledgement to the Board applicants who were appointed to the Library Board of Trustees. She concluded that the Library Board of Trustees would then have a full complement of members.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-2. Solar Carport Project

Ms. Beverage reported that the Library Theater parking lot phase, part 1, was completed, and that the lower level parking area would be complete, including resurfacing and striping, by Monday, July 25. She explained that the fencing would be moved to the final parking area for installation of the final set of solar array. She added that a small portion of the parking lot next to the Library Theater parking would also be complete soon.

Mr. Miles asked when the entire project would be complete, and Ms. Beverage replied that the project was ahead of schedule and would be complete by mid to late August. He also asked what the energy yield would be upon completion and Ms. Beverage replied that 80% of the Library's electrical energy would be supplemented by the solar panels.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-3. City Budget FY 2011/2012

Ms. Beverage reported that the Library Services department was asked to reduce the library's portion of the FY 11/12 budget by approximately \$160k. She explained that to cover a portion of the requested reductions two permanent positions, theater and media technician and librarian, were eliminated, and the money will be redistributed to cover some of the reductions, a portion of the aquarium maintenance, a contracted theater technician, and temporary salaries.

Mr. Lewis asked about the Aquarium and Ms. Beverage explained that the 'Feed-A-Fish' campaign had raised almost \$500 to date, that a letter was drafted for local business, the library support groups are being approached and other ideas are being reviewed.

Mr. Miles reported that the Los Angeles Public Library is receiving additional funding in the form of diverted property tax resulting from a ballot Measure, and asked if a similar Measure could be included on a Huntington Beach ballot. Ms. Beverage explained that the library would need City Council sponsor and a Champion in the city who could generate the interest for successful campaign. She offered to formally invite the City Council liaisons, Connie Boardman and Matthew Harper to the September meeting of the Library Board of Trustees, and the Library Board agreed.

Ms. Beverage reported that the City's Strategic Plan Retreat is on Friday, July 29 in the Central library C/D room and is open to the public for observation, and that the City Council will be focusing on the upcoming Budget during most of August and September.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-4. Library Staffing Levels

Ms. Beverage reported that the Library Services position control list was finalized earlier today and total permanent staff is 27.50 (25.50 filled positions with two open positions, Sr. Librarian and Librarian). She explained that the library had 37.25 permanent staff positions when she was hired, and due to the PARS Retirement, staff resignations and budget reductions 10.25 positions were eliminated. She added that the Full Time Equivalent (FTE) of part time recurrent employees dropped from 22 to 17 during that

same time, while the utilization of the library system by Huntington Beach residents continues to increase.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

INFORMATION ITEMS:

Ms. Blassingame distributed information from the Oak View branch, Family Literacy and Adult Literacy.

Ms. Beverage reported that the carpet in the C/D Room is in need of replacement and once that is complete, she will be requesting consideration of a “White Wine Only” policy for room rental clients, in an effort to extend the life of the carpet. She added that even with extreme carpet cleaning products, some stains are permanent.

COMMITTEE REPORTS:

Ms. Blassingame distributed the Orange County, California Genealogical Society schedule for August, September and October. She also mentioned that the former OCCGS president called to arrange a meeting with the Library Board of Trustees and the new OCCGS president. The Library Board requested that the OCCGS former and current presidents be invited to the September Library Board meeting. Ms. Blassingame will extend an invitation.

CALTAC:

It was reported that the next CALTAC conference will be held on November 12-14, and that the newsletter, Caltactics, was delayed due to the installation of the new CALTAC Board, but the newsletter would be mailed shortly.

LIBRARY BOARD COMMENTS:

Mr. Miles asked about the Summer Reading Program and Ms. Beverage reported that the Summer Reading Program has registered over 3,600 children, 375 teens and 300 adults in this year’s program.

STAFF COMMENTS:

None.

ADJOURNMENT:

Chair Croteau entertained a motion to adjourn the meeting. Mr. Miles moved to adjourn the meeting and Ms. Cox seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Betty Croteau, Chair